

Republic of the Philippines  
Department of Trade and Industry  
**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2021-0033

**REQUEST FOR QUOTATION**  
**(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**HIRING OF A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITAL EVENTS 2021**

*(Please see attached Request for Quotation Form for more details.)*

Approved Budget	: PHP 850,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 24 May 2021, 12:00NN
Opening of Bids	: 25 May 2021, 02:00PM

Conduct of *Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

The *Notice of Award* shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

*Eligibility Documents (1st Envelope / Compressed Folder)*

- Mayor's Permit for the current year or for individuals, BIR Certificate of Registration**  
*Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate documentary document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.*
- Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)**  
*PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.*
- Latest Income/Business Tax Return**
- Notarized Omnibus Sworn Statement**  
*Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.*
- Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**  
*Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.*

*Financial Bid (2nd Envelope / Compressed Folder)*

- **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

*Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)*

- **Company Portfolio indicating:**
  - i. Proof of years of experience in event planning, implementation, and management
  - ii. Corporate or media events the company has launched within the last five (5) years
  - iii. International or local institution or government -related events the company has launched within the last five (5) years
  - iv. Digital events the company has produced within the last three (3) years
- **Screenshot / proof of event using Hopin as platform**
  - i. Digital events the company has produced using Hopin as platform

Bidders shall submit these documents, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. As highly encouraged, online submission to the BAC Secretariat through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed an hour before the date and time of the Opening of Bids indicated above.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).



**ATTY. ANNA GRACE I. MARPURI**  
Chairman, Bids and Awards Committee



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City  
Tel.: (632) 8-831-2201 local 309/294 E-mail: [citembac@citem.com.ph](mailto:citembac@citem.com.ph)

## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above  Small Value Procurement with ABC of Php 50,001 and above  
 Lease of Real Property and Venue  Others: \_\_\_\_\_

Date: 18 May 2021

Company Name: \_\_\_\_\_

RFQ No.: 2021-0033

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed, and stamped in an envelope and submitted to CITEM BAC.

**Schedule of Opening of Bids:** 25 May 2021 **Time:** 2:00PM **Venue:** ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p><b>HIRING OF A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITAL EVENTS 2021</b></p> <p><i>Please see attached Term of Reference for more details.</i></p> <p>The Digital Production Team will be in charged with the over-all production for a minimum of 15 and maximum number of 20 events for 7 months within 31 May 2021 – 18 December 2021. The agency must submit a list of their manpower with the assigned personnel form their company and shall be given 1 week upon awarding of the contract.</p> <p>Production team includes: Event Director Production Coordinators Technical or Streaming Directors Audio Spinners Visual Spinners Tech Operator Scriptwriter Digital Kit for Speakers and/or Guests</p> <p><b>APPROVED BUDGET FOR THE CONTRACT:</b> <u>PHP 850,000.00</u></p> <p><b>DEADLINE OF SUBMISSION OF ELIGIBILITY DOCUMENTS, FINANCIAL BID, AND QUALITATIVE EVALUATION DOCUMENTS:</b> <u>24 May 2021, 12:00NN</u></p>		

**Terms and Conditions:**

- 1) Delivery period: \_\_\_\_\_ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax**.
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.

  
**ATTY. ANNA GRACE I. MARPURI**  
BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood, and shall conform with the terms and conditions of this requirement.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
**Signature over printed name of the Authorized Company Representative**

Designation: \_\_\_\_\_

Telephone No(s): \_\_\_\_\_

Email: \_\_\_\_\_



## TERMS OF REFERENCE (TOR) HIRING OF A DIGITAL PRODUCTION TEAM FOR FAME+ DIGITAL EVENTS OF 2021

### I. BACKGROUND

Last October 2020, CITEM launched FAME+, Manila FAME's digital trade platform for Filipino brands, products, and artisanship. Designed to complement the future physical tradeshows, FAME+ provides a bigger and better platform for Filipino artisans to reach a wider global audience and expand engagement between exporters and buyers.

With this transition of Manila FAME from the physical to the digital space, CITEM would continue to promote the website and to educate and capacitate our stakeholders through our Digital Events.

### II. RATIONALE

In organizing the FAME+ Digital Events, CITEM intends to hire a digital production team that shall

- (1) Produce the scheduled Digital Events.
- (2) Facilitate the provided platform to make the events interactive and accessible.
- (3) maintain the order of program of the whole event. The digital production team shall ensure that the logistical, technical and digital requirements expected from them shall be delivered based on the agreed timeline with CITEM management.

### III. EVENT OBJECTIVES

1. To further establish CITEM as a source of market trends and trade insights, as well as strengthen its ties among its stakeholder.
2. To educate exhibitors and the general public thru scheduled informative webinars.
3. To promote local brands to potential buyers thru featuring their products in pre-recorded or live videos and/or webinars.

### IV. PERIOD OF ENGAGEMENT

The Digital Production Team shall be contracted by CITEM for the span of **7 (seven) months from 31 May 2021 – 18 December 2021** with a **minimum number of 15 (fifteen) digital events** and a **maximum number of 20 (twenty) digital events**.

## V. SCOPE OF WORK AND MANPOWER

### a. Scope of work

1. In charge of the Over-All production of CITEM Events.
2. Manage the Direction of the event based from the given guidelines and Event brief to the Production Team.
3. Facilitate the provided platform to make the events interactive and accessible.
4. Set-up and facilitate backend settings during Technical Rehearsals, Live Events or Pre-recorded Events.
5. Provision of cloud meeting links for Technical Rehearsals, Live Events or Pre-recorded Events.
6. Facilitate and ensure the smooth streaming during the live events.

### b. Manpower

The Digital Production Team will be in charged with the over-all production of all the events indicated in the calendar. The agency must submit a list of their manpower with the assigned personnel from their company and shall be given 1 week upon awarding of the contract.

Manpower	Functions
Event Director	Responsible for organizing, mobilizing and/or coordinating the staff, event participants, officials, and administrators for the successful execution of the whole event.
Production Coordinators	Responsible for ensuring that the production team meets scheduled timeline of the events in the calendar. This entails a range of oversight of work including planning, scheduling, directing and executing production activities for maximum performance of the scheduled events.
Technical or Streaming Directors	Operates, maintains and safeguards the technical assets of the event including supervising the usage of necessary lighting, sound and communications equipment. Technical Director should also determine the necessary technical support, such as but not limited to lighting, sound, staging, and special needs, necessary for the list of events presented.
Audio Spinners	Responsible to assemble, operate and maintain the technical equipment used to record, amplify, enhance, mix or reproduce sound.  The Digital Production Team must provide a list of recommended sound requirements for the event for approval of CITEM.

Visual Spinners	Responsible to assemble, operate and maintain the software or platform used in projecting key visuals intended for the event.  CITEM shall provide the pegs for the visuals and the Digital Production Team shall produce the graphics with the required software or platform.
Tech Operator	Set up, operate, and maintain the electronic equipment used to transmit the event whether via pre-recorded videos and/or live streaming. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. Operate transmitter to broadcast radio or television programs.  Has the capacity to record the event when need arises.
Scriptwriter	Digital Production Team shall provide scripts for the speakers and the host in keeping track of the whole program.
Digital Kit for Speakers and/or Guests	Provision of a step-by-step process in accessing the platform for the speakers and guests involved in all the events. The Digital Production Team shall also provide a list of requirements concerning preferred Internet capacity, Lighting, Set-up etc.
Cloud-Based Video Communications App	Provision of dedicated account for backstage of event

## VI. RESPONSIBILITIES OF DIGITAL PRODUCTION TEAM

1. Designate two (2) project coordinators to ensure the timely delivery of outputs and coordination with CITEM, through the Experience Design Division (EDD) during the contract period.
2. Ensure consistency with the overall objectives and concept of the event based on CITEM's concept and mandate.
3. Provide and shoulder all costs of necessary personnel, facilities, accommodation, production equipment and setup, and conduct all necessary preparatory and other activities to accomplish the agreed upon scope of work and deliverables, i.e., event planning and coordination and multimedia and audio-visual production. Any

additional costs incurred relative to any aspect of the event shall solely be charged to the Digital Production Team;

4. Submit reports detailing work progress, issues and concerns, and recommended next steps in relation with the project at no additional cost to CITEM;
5. All event preparations and proceedings should be treated with full confidentiality and may not be shared by any other party aside from CITEM;
6. An initial draft of the post-event report should be submitted to CITEM within ten (10) days after the event. A full and final post-event report with full event documentation should be submitted to CITEM within thirty (30) days after the event.

### **CITEM**

1. Provide all information and materials needed to accomplish the scope of work and produce series of events for FAME+.
2. Review and approve all materials and deliverables produced by the Digital Production Team;
3. Provide at least two (2) support staff to coordinate with the Digital Production Team;
4. Provide necessary pre-work and post-work files, materials, information and necessary resources to the team leader of documenters;
5. Provide inputs and direction on the desired documentation output after the initial report has been submitted;

## **VII. REQUIREMENTS AND TECHNICAL EVALUATION**

CITEM will conduct a procurement process per Republic Act (RA) 9184. To fully satisfy and so as not to compromise the quality of the requirements, a qualitative evaluation is necessary in the selection process. A Technical Working Group will be assigned to evaluate the interested bidders using the following criteria:



Submission of documentary requirements. Below is the eligibility qualitative rating:

QUALIFICATIONS (90% passing score)	Documentary Requirements	POINTS
<b>I. Proof of Events Management Experience (50 points)</b>		
Proof of years of experience in event planning, implementation, and management. <i>More than 5 years: 50 points</i> <i>3 years to 5 years: 25 points</i> <i>1 to 3 years: 10 points</i> <i>Less than a year: 0</i>	Company portfolio	50 points
<b>II. Event Management Experience and Credentials (50 points)</b>		
Corporate or media events the company has launched within the last 5 years: <i>At least 3: 20 points</i> <i>At least 2: 10 points</i> <i>At least 1: 5 points</i> <i>None: 0</i>	Company portfolio	20 points
International or local institutional or government-related events the company has launched within the last 5 years: <i>At least 3: 20 points</i> <i>At least 2: 10 points</i> <i>At least 1: 5 points</i> <i>None: 0</i>		20 points
Digital events the company has produced within the last 3 years <i>At least 2: 5 points</i> <i>At least 1: 3 points</i> <i>None: 0 points</i>		5 points
Digital events the company has produced using Hopin as platform <i>At least 2 events: 5 points</i> <i>At least 1 event: 3 points</i> <i>None: 0 points</i>	Screenshot / proof of event using Hopin as platform	5 points
<b>Total</b>		<b>100 points</b>

Only the bidder/s with a passing score of 90 points shall proceed with the opening of the Financial Bid. The contract shall be awarded to the lowest calculated and most responsive bidder.

### VIII. ESTIMATED BUDGET

The above expense shall be charged to the Manila FAME October 2021 budget with a total maximum budget allotment of Eight Hundred Fifty Thousand Pesos (₱850,000.00).

### IX. PAYMENT TERMS

TRANCHE OF PAYMENT	PERCENTAGE	SCHEDULE OF PAYMENT
First Tranche	40% of Total Bidded Amount of Contractor	Production of 8 <sup>th</sup> Digital Event
Second Tranche	60% of Total Bidded Amount of Contractor	Completion of all Digital Events as supplied by CITEM

### X. EQUITABLE PAYMENT FOR THE ACTUAL EVENTS PRODUCED

The Digital Production team to be engaged shall be given corresponding equitable payment from the total amount should the events be decreased

PARTICULARS	PAYMENT
Production of 15 - 20 Events	100% of Total Contract Amount
Production of 11 - 14 Events	70% of Total Contract Amount
Production of 7 - 10 Events	50% of Total Contract Amount
Production of 4 - 6 Events	30% of Total Contract Amount
Production of 1 - 3 Events	15% of Total Contract Amount

### XI. TERMS AND CONDITIONS

1. The Agency-estimated Approved Budget of Contract (ABC) for the project is Eight Hundred Fifty Thousand Pesos (₱850,000.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
2. All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this event management contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the



Philippines and internationally. This should be submitted to CITEM in a portable hard drive/s provided by the winning bidder.

3. All materials produced by the winning bidder should be original and aligned with CITEM's mandate.
4. The winning Digital Production Team shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory.

Prepared by:



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CCSD

Noted by:



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DC - EDD  
CCSD


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Executive Director  
CITEM

